



Job Opportunity

Number 03-183

WISCONSIN ARMY NATIONAL GUARD

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY 4:00 p.m. ON THE CLOSING DATE

OPENING DATE: 29 October 2003	CLOSING DATE: 12 November 2003
POSITION: Computer Assistant, Position Description Control #70149000, GS-0335-7/6	LOCATION: Surface Maintenance Office, Camp Douglas, WI
SALARY RANGE: GS-7 \$31,380 to \$41,380 annually GS-6 \$28,644 to \$37,237 annually	TYPE OF APPOINTMENT: Excepted

Also on our web site at: <http://dma.wi.gov/airguard/human.htm>

(Multiple grades will be certified to the Selecting Supervisor for consideration. If appointment is made below the target grade of (GS-7) non-competitive promotion action may be taken after certification by the Selecting Supervisor that the incumbent has adequately mastered the higher level(s) and the mandatory qualifications have been met.)

Restricted to current permanent or indefinite technician in State Surface Maintenance.

REASSIGNMENTS, PROMOTIONS AND NEW APPOINTMENTS: The Federal Financial Management Act of 1994, SEC 402 ELECTRONIC PAYMENTS requires direct deposit to a financial institution for all Federal wage or salary payments that begin on or after 1 January 1995.

EQUAL EMPLOYMENT OPPORTUNITY: All applicants receive consideration for this position without regard to race, religion, color, national origin, gender, age, political affiliation or other non-merit factors.

*****INSTRUCTIONS FOR APPLYING - Please read this before you submit your application*****

Applicants will submit either a SF 171, OF 612 or Resume', which MUST include the following information:

(Incomplete applications will not be accepted)

- Job Opportunity Number
- Social Security Number, Country of membership
- Military affiliation (branch-current and previous, rank and experience or training related to the position apply for)
- Highest Federal Civilian grade held (include job series and date held).
- **For Job Opportunities advertised at more than one qualifying grade level, you must indicate which grade level(s) that you are applying for. Your application will only be evaluated against the grade level(s) that you list on your application.**
- High school and college education (major courses of study, dates of diploma, GED, or any degrees received to include name, city and state of educational institution attended and number of credits earned). If you believe your education will help you qualify for this vacancy, include a copy of your transcript(s).
- Work Experience: Be sure to list the positions or employment pertinent to the position for which you are applying. Show actual dates (Month and Year) for all work experience submitted. Applicants must explain in their own words for all work experience acquired (do not attach copies of Position Descriptions).
- Other qualifications: Job related training courses, job related skills, job related certificates and job related honors such as awards, special accomplishments, memberships in professional organizations, etc.
- If you list acronyms please explain in detail what they are.
- Applications must have an original signature and current date. Resumes must have a signed and dated cover sheet attached.
- Separate applications are required if applying for more than one Job Opportunity Announcement.
- Applicants should also submit DMA Form 181 or Standard Form 181.

HELPFUL HINTS TO ACHIEVE THE MAXIMUM CONSIDERATION FOR A POSITION: 1. Qualification determination will be based only on experience and education applicable to the minimum qualifications requirements listed on the announcement. Only experience related to the job will be considered. 2. Indicate all education related to the job. Place the number of hours or weeks for the military in-service courses, the number of clock hours, semester, or quarter hours for civilian education. College transcripts must be included to be given credit. 3. Sufficient narrative description of specialized experience required by the announcement must be provided. Insufficient information may result in disqualification of your

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application. 4. DD Form(s) 214 (if applicable) should be attached to the application. 5. Veterans preference does not apply to positions in this agency.

PRIOR TO APPOINTMENT SELECTED INDIVIDUAL MUST COMPLETE AND PASS A PREPLACEMENT PHYSICAL

Information should be sent to **The Adjutant General, Wisconsin, ATTN: WING-HR, PO Box 8111, Madison, WI 53708-8111; for registered or priority mail please send to the attention of the Technician Staffing Section at 2400 Wright St, Madison, WI 53704-2572.** All application material will become the property of the Human Resources Office and will not be returned or photo copied. Males born on or after 1 January 1960 must be registered with the Selective Service, otherwise they cannot be employed. *Applications must be mailed at the applicant's own expense. If you fax or e-mail your application, the original must be postmarked by the closing date, and received not later than seven calendar days following that closing date. Any questions may be directed to the Personnel Staffing Technician at (608) 242-3702 or DSN 724-3702 or the Personnel Staffing Assistant at (608) 242-3722 or DSN 724-3722 or Fax (608) 242-3726 or DSN 724-3726.*

MILITARY MEMBERSHIP REQUIREMENTS: This position can only be occupied by an on-board technician currently employed by the Surface Maintenance Office. **Military Grade:** Maximum grade available is E-9. Compatibility MOS: 920A, 920B, 251A, and CMF is 31,74, and 92. The wearing of the military uniform and abiding by the customs and courtesies as prescribed by applicable military service regulations are conditions of employment. Participants in the Selective Reserve Incentive Program (SRIP) or the ANG incentive program may be terminated for applicants upon entry in the technician program. See specific agreement for termination rules. Employees will be required to participate in direct deposit/electronic fund transfer (DD/EFT):

REQUIRED QUALIFICATIONS

Each application must address all the Knowledge, Skills and Abilities (KSAs) and explain the civilian and military work experience (with dates) that provided the KSA. *Remember, only the experience and qualifications/education you show on your applications can be used to evaluate your qualifications for this position. Applicants must explain in detail on the application how the knowledge skills and abilities (KSAs) were acquired.* **General Experience:** Experience, training, or education which demonstrates the applicants ability to follow directions, procedures, or systematic work methods which gives evidence of the candidates ability to perform this work. **Specialized Experience:** Must have Twelve (12) months of specialized experience which has demonstrated the following knowledge, skills, abilities and personal characteristics:

GS-6:

- Ability to participate in the development and implementation of software training to include independent development of lesson plans and conduct appropriate training.
- Knowledge of computer codes, abbreviations, and language.
- Knowledge of production control functions.
- Ability to interpret data requirements and coordinate priorities.
- Ability to trace and identify processing failures.

GS-7:

- Knowledge of office automated systems, peripheral equipment, and associated communications parameters.
- Ability to coordinate with staff regarding system capabilities, limitations and associated training or instructional needs.
- Ability to explain and resolve problems, to diagnose failures and isolate problems, and to develop local adaptations for situations not covered by existing procedures.
- Ability to develop, monitor, and evaluate procedures and internal controls in accordance with current security regulations/guidelines for internal systems security.

Substitution of Education for Specialized Experience: High school graduate or the equivalent may be substituted for 3 months of specialized experience. Education in schools above the high school level may be substituted for experience on the basis of one academic year of study (i.e., 36 weeks of substantially full-time study, or 30 semester hours, or the equivalent for 12 months of the required experience. For experience required in excess of 24 months, education in schools above the high school level may be substituted at the rate of one academic year of education for six months of experience.

Evaluation Method: All applicants will be initially screened against the general qualifications as indicated above and further evaluated on the basis of relevant experience, training and knowledge, skills and abilities listed in the Specialized Experience.

Brief Description of Duties and Responsibilities: This position is located in the Surface Maintenance Office. The incumbent serves as the automated maintenance information systems manager with technical responsibility for automated systems and operational management. Develops, implements, and maintains automated maintenance information management systems in the Maintenance community and provides training for user personnel. Serves as the main point of contact within the Surface Maintenance Office in communications with Standard Army Management Information Systems (STAIMS) proponents. National Guard Bureau (NGB), supporting maintenance activities and other directorates for the purpose of coordinating the full implementation and operation of automated maintenance information management systems. Based on a general knowledge of maintenance policies and procedures governing maintenance activities, analyzes and determines the needs and methods of data support for the maintenance community. In coordination with the Supervisor Equipment Specialist, identifies potential computer applications. Determines requirements through a fact finding studies to see if locally developed applications are needed that are not included in other Department of the Army (DA) logistic Standard Army Management Information Systems (STAIMS).

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Benefits Available: The following benefits are available under the Federal Civil Service System: Group Life Insurance, Health Insurance Programs, Retirement Program, Injury Compensation Benefits, 13 days Sick Leave each year, Annual Leave - 13 days a year for the first three years, 20 days a year for the next 12 years and 26 days after 15 years, 10 paid Holidays and 15 days Military Leave.

DISTRIBUTION: SMO

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